



State of Louisiana
DIVISION OF ADMINISTRATION

COMPREHENSIVE PUBLIC TRAINING PROGRAM

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: Agency CPTP Coordinators

FROM: Sam Breen and Karen Puckett

DATE: December 16, 2002

RE: CPTP Class Schedule and Program Activities
January – June 2003

Enclosed is the CPTP class schedule for January – June 2003. Those of you who are in our email group received notification recently that the schedule was available on the CPTP website, but we wanted to make sure that each of you received a copy of the schedule that you could use for duplication.

At the back of the schedule, we have included a special section on the classes that are being offered that pertain to the new mandatory training policy implemented by the Department of Civil Service. The classes are divided by supervisory group, and are listed chronologically in this special section. Please note that these are the same class dates that are listed in the front of the schedule, only arranged differently to make it easier for you and your employees to determine which classes they will need to take with regard to mandatory requirements. We will add more classes in various cities around the state as the demand dictates. The additions to the schedule will be published on the CPTP website (www.doa.state.la.us/cptp/cptp.htm) so please visit our website often.

The deadline for earning the Certificate in Supervisory Techniques (CST) is June 30, 2003. This deadline applies to participants who have completed all the requirements (Levels I, II, III, Civil Service Rules and Regulations for Supervisors, and tests for each of the 3 levels) except the projects as well as for participants who have completed Levels I and II, but not Level III. The current classes which may be used to substitute for the Level III requirement are Developing Effective Teams Part 2, Developing Effective Teams Part 3, and Effective Problem Solving. To encourage participants to complete the CST, a number of Teams 2 and Teams 3 classes have been put on the schedule. Please encourage potential CST recipients to attend these classes. It is important to be sure potential CST recipients know that they will be exempt from taking the new mandatory training for Supervisory Groups 1 and 2 if they earn the CST. This exemption is only granted to CST recipients. Also, many agencies still award the one-time payment of \$500 to employees who earn the CST.

The Public Management Program at LSU is available to help CST candidates get started on their projects. There are also several members of the Louisiana Society of Certified Public Managers available to serve as project mentors. Please inform CST candidates that all project questions should be directed to members of the Public Management Program staff. The senior instructor, Dr.

Memo to CPTP Coordinators
December 16, 2002
Page 2

Joyce Loudon, is the CST project coordinator and she may be reached at (225) 578-6653. Any CPTP coordinator needing more information about the CST should call Sam at (225) 342-3620.

We are again enclosing the latest revised CPTP Class Registration Form. We are trying to give priority in classes to participants whose jobs fall within the supervisory groups set out in the mandatory training plan, and we've added a section on our registration form to help us facilitate this. Please discontinue using any other versions of this registration form, and distribute the new form as widely as you can throughout your agency. Identifying the employee's supervisory group on the registration form saves our staff from having to research the status of each applicant. A complete list of job titles covered by mandatory training is available on the Civil Service website (www.dscs.state.la.us).

Through our contract with NETg, our computer based training vendor, we are continuing to provide our library of cbt courses to state employees. We are hosting facilitated sessions on NETg courses during the second week of each month. Contact Monique Fontenot or Christy Lane at the CPTP office for more information about these sessions. A list of the current NETg courses available in our library is attached. If there are other topics that you would like to see us offer in our library, please let Monique know. She'll be happy to discuss this with you.

We are planning to schedule a CPTP Coordinators meeting for sometime in the spring. We'll keep you posted and give you enough notice so you can plan to attend.

As we always try to say at the end of our correspondence with you, we cannot be successful without you. Thank you for your assistance and let us know when we can be of assistance to you.

SB/KP

Enclosures: January – June 2003 Class Schedule
 Revised CPTP Class Registration Form (Rev. 9/02)
 FY 2002-2003 Technology-Based Training Request Form